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**Training and Awareness**

**1. Introduction:**

This document outlines the training and awareness program for employees within a food manufacturing facility (NIC Code: 10101) concerning food safety, hygiene, and environmental compliance. A well-trained and aware workforce is crucial for maintaining high standards of food safety, preventing environmental damage, and ensuring workplace safety.

**2. Training Modules:**

* Food Safety and Hygiene: This module covers topics such as HACCP principles, GMP guidelines, personal hygiene practices, pest control, and allergen management.
* Spill Management: This module details procedures for responding to spills of various substances, including containment, cleanup, and waste disposal. (See Folder 11 - Parameter: Spill Management for detailed information)
* Waste Management: This module addresses proper waste segregation, storage, and disposal, with specific attention to hazardous waste (including paints and thinners). (See Folder 11 - Parameter: Proper Disposal of Paints and Thinners for detailed information)
* Environmental Compliance: This module educates employees on relevant environmental regulations and the company's environmental policy.
* Occupational Safety and Health: This module covers workplace safety procedures, emergency response protocols, and the use of personal protective equipment (PPE).
* Emergency Procedures: Fire safety, evacuation procedures, and first aid response.

**3. Training Methods:**

* Classroom Training: Formal classroom sessions with presentations, interactive exercises, and question-and-answer sessions.
* On-the-Job Training: Practical training in the workplace under the supervision of experienced personnel.
* E-learning Modules: Online training modules providing flexibility and accessibility.
* Videos and Demonstrations: Visual aids to reinforce key concepts and procedures.

**4. Compliance Notes:**

* Legal Requirements: All training programs must comply with relevant legal requirements and industry best practices.
* Record Keeping: Maintain accurate records of all training sessions, including attendee names, dates, topics covered, and assessment results.
* Regular Refreshers: Conduct regular refresher training to reinforce key concepts and update employees on any changes in regulations or procedures.

**5. Practical Guidelines:**

* Tailored Training: Develop training programs tailored to the specific roles and responsibilities of employees.
* Regular Assessments: Conduct regular assessments to evaluate employee understanding and competency.
* Feedback Mechanisms: Provide opportunities for employees to provide feedback on the training program.
* Language Accessibility: Ensure materials are accessible to all employees regardless of language proficiency.

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